

BRA/EDIC EMPLOYMENT OPPORTUNITY		PLEASE POST!!
<b>TITLE:</b> CASE MANAGER (2 <i>Positions</i> )	<b>JOB VACANCY POSTING NO.</b>	8-03
<b>EMPLOYMENT STATUS:</b> EDIC Employee	<b>POSTING DATE:</b>	4/7/03
	<b>EXTERNAL DATE:</b>	4/18/03
<b>DEPT/DIV:</b> YOUTH OPPORTUNITY/JCS	<b>POSITION FILLED:</b>	
	<b>DATE:</b>	
	<b>NAME:</b>	

**SUMMARY:** Under the direction of the Assistant Director for Youth Development, serve as lead member of locally-based case management, outreach and referral teams serving youth in Empowerment Zone neighborhoods. These teams are key components of the YO grant, a cross-sector partnership formed to provide services and job opportunities to youth, aged 14 to 21, in the YO grant area. Housed at local "Youth Opportunity" site offices, the Case Managers will guide clients through an assessment process to determine their short and long-term needs and develop a plan to reach employment and education goals. The Case Manager will refer each youth to appropriate services as identified in his/her plan and track her/his progress throughout the program.

Lead teams of Youthworkers and other providers, to ensure effective outreach and recruitment of youth in the Roxbury and/or South Boston YO grant area.

Ensure smooth coordination of referrals to the program from local agencies and organizations, including the Boston Housing Authority, neighborhood health centers, churches, youth organizations, DYS, probation officers, Boston Police Department, prosecution and other law enforcement.

Provide monitoring, crisis support, linkage to other programs, and overall problem-solving assistance and advocacy on behalf of youth served by the program.

Maintain case management system. Maintain intake, assessment and referral systems.

Assist YO program management in development and "fine-tuning" of these systems.

Design and implement individual service plan to meet client's needs.

Organize regular case conferencing meetings of all participants in case management and referral network.

Perform other related duties as required.

**QUALIFICATIONS:** Requires completion of a Bachelor's/Master's Degree in social work, counseling or related field, and one year's experience or more than 4 years equivalent relevant experience. Requires experience working with 'high-risk' or "at-risk" youth population. Requires experience in youth development, education and/or job development. Excellent communication skills are needed. Bilingual/Bicultural or experience with more than one culture preferred. Must be able to work on a team. Must be willing to work on the street and in other unstructured situations. Must be willing to work weekend and/or night time schedule as required. Computer literacy and typing skills are needed.

**GRADE:** 16

**HIRING RANGE:** \$35, 144.20-\$42, 214.90

**To apply:** Submit resume/application to Human Resources, BRA/EDIC, 43 Hawkins Street, Boston MA 02114.

**E-Mail:** [hr.bra@ci.Boston.Ma.Us](mailto:hr.bra@ci.Boston.Ma.Us) **Fax:** 617-918-5458

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**Auxiliary aids and services are available upon request to individuals with disabilities.**

**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**